

Exhibit 4:
Grievance Records

INMATE/OFFENDER GRIEVANCE

Grievance no. 20171Grievance code: 7Response due: 6.15.2020

RECEIVED
 MAY 26 2020
 BY: 48

DO NOT WRITE ABOVE THIS LINEDate 5-25-20Facility or Unit C.C.F.Name Leatherman, Chad
(Print)Facility Housing Unit Echo CharlieDOC Number 700 760Date "Request to Staff" response received: Attorney
mailed copy to

Have you previously submitted a grievance on this same issue? NO If yes, what date _____, facility _____, grievance # _____. You must submit this completed original within 15 days of the receipt of the response to the "Request to Staff". The "Request to Staff" must have been submitted within 7 days of the incident.

Do not include/attach anything to this grievance except the "Request to Staff" including the response. You may quote from or make reference to statutes, operations, field, or administrative memoranda, department publications (time sheets, inventory forms, assessments, etc.). You will be permitted only one opportunity to correct any error(s) made in submitting your grievance.

1. The nature of your complaint. This statement must be specific as to the complaint, dates, places, personnel involved, and how you were affected. One issue or incident per grievance. Use backside of this page only, if necessary.

Slipping OFF OF top bunk broke right leg Shin area tib & fib bones, received NO physical therapy and orthopedic Surgeon says I need full knee replacement.

2. Informal action taken (including dates) to resolve the complaint, as well as the names of those employees from whom you sought an answer to your grievance.

Want knee Fixed, physical therapy, pain mgmt.

3. The action you believe the reviewing authority may lawfully take.

in Constant pain want proper medical attention ASAP.

Grievance report sent to (warden/facility head/deputy director/correctional health services administrator):

MS Rashid C.H.S.A.

C.H.S.A.

Name Chad Leatherman

Title 5-25-20

Signature of Grievant

Date Sent to Reviewing Authority

DOC 090124A (R 4/19)

1. Original to file
 2. Copy to inmate/offender



Date: June 11, 2020
 To: Leatherman, Chad ODOC# 700760
 Housing: Echo Charlie 104
 From: V. Ensey, Acting Warden
 Grievance # 20-171

Your grievance/correspondence is being returned unanswered for the following reason(s):

- ☒ 1. No informal action, "Request to Staff" response or evidence of submission attached.—Section V.A
- ☐ 2. Out of time from date of incident until filing of "Request to Staff" (must be submitted within 7 days of incident—Section I.V.C. #3
- ☐ 3. Out of time from date of response to request to staff until filing of grievance with facility head (must be submitted within 15 days of receipt of RTS response).—Section V.A.
- ☐ 4. Grievance Not signed/dated or addressed to the appropriate administrator.
- ☐ 5. Inmate on grievance restriction and/or proper documentation not included Affidavit is incomplete. Per OP- 090124 each page of the affidavit must be legible, signed, verified and notarized at the end of each text.
- ☐ 6. Must be legibly written in blue or black ink only. No pencil or other color of ink is allowed. No doodling or writing in margins.—Section III H.
- ☐ 7. Attachments to the grievance (no additional pages allowed except "Request to Staff")—Section V.A.
- ☐ 8. Private property issue's not grievable--Section II. B. #5. (See CoreCivic Policy 14-6 for proper procedure on private property issues).
- ☐ 9. Grievances shall not be submitted about matters that are in the course of litigation.—Section II B. #2
- ☐ 10. No person may submit a grievance on behalf of another person.—Section III G.
- ☐ 11. More than 1 issue - only 1 issue allowed per grievance.—Section V.A. #4
- ☐ 12. Grievances shall not be submitted requesting monetary compensation.—Section II B. #4
- ☐ 13. Not of a sensitive/emergency nature. You must follow the standard grievance process including giving the facility an opportunity to respond.—Section VIII
- ☐ 14. Requests for disciplinary action against staff will not be addressed in the grievance process.—Section II B. #3
- ☐ 15. The original Grievance only must be submitted, no photocopies. The RTS may be a copy. Submitted documents may contain NO alterations whatsoever.—Section V. A.
- ☐ 16. Misconduct reports received through the agency's disciplinary procedures may not be appealed through the grievance process. – Section II B 1.
- ☐ 17. If there has been no response on the Request to staff in 30 days, but no later than 60 days, of submission, the inmate may file a grievance to the reviewing authority with a copy of the "Request to Staff" attached to the grievance form. The grievance may assert only the issue of the lack of response to the "Request to Staff." – Section V.B.b.8
- ☐ 18. Only the current and correct DOC grievance (090124A-R 4/19) and "Request to Staff" forms (090124D-R 4/19) will be accepted.
- ☒ 19. The RTS and Grievance must be SPECIFIC as to the complaint, dates, places, personnel involved and how the inmate was affected.
- ☐ 20. You have failed to follow previous instructions for filing this grievance. Due to your continued failure to properly file this grievance you are now out of time.
- ☒ 21. You will be afforded **ONE FINAL** opportunity to properly submit your corrected grievance within 10 days of receipt of this form. **DO NOT RETURN THIS FORM WITH YOUR CORRECTED APPEAL.**
- ☐ 22. Other:

WARNING: All of the above can be found in OP-090124, and it is your responsibility to read and follow the OPS.

NOTE: Abuse of the grievance process as explained in section IX of OP-090124, will result in restrictions being imposed.